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ABSTRACT

Britain's National Vocational Qualifications (NVQs) are work qualifications that measure what an employee or potential employee can do as well as how much he or she knows and understands about a particular job. Used as written proof of usable workplace skills that can be put to profitable use by an employer, NVQs range from basic Level 1, for everyday routine tasks, up to Level 5 professional skills, providing a way to develop skills and build a career ladder that benefits both employer and employee. This packet contains NVQ competency lists for training and development occupations, levels 3-4. It includes competencies in human resource development and learning development. (KC)

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ED 389 845

# Training and Development, Levels 3-4 National Vocational Qualifications

Business and Technology Education Council
London, England

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Revised Standards

BTEC

# NVQs

– better qualifications for better jobs

NATIONAL VOCATIONAL QUALIFICATIONS

## Training and Development

LEVELS 3-4



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# NVQs – better qualifications for work

NVQs are the work qualifications that employers have always been asking for, because NVQs measure what you can do, as well as how much you know and understand about the job you do.

### Practical, work-based qualifications

An NVQ is the ideal qualification for people who intend to work, or already work, in a particular industry, service or business. On-the-job training is more relevant than book-learning, so the ability to run an organisation or repair a motor vehicle is what counts, rather than having GCSEs.

### For every industry and business

NVQs are already available for most kinds of work (and the range is constantly being added to, in order to meet new employment needs).

NVQs are written proof of usable workplace skills which can be put to profitable use by an employer straight away. They range from basic Level 1, for everyday routine tasks, up to Level 5 professional skills – so there's a way to develop skills and build a career ladder that benefits both employer and employee.

### For every kind of person

There is training for NVQs, but there's no laid-down course of study: someone – anyone of any age, provided they're over 16 – who can prove the ability to do the job, with the required degree of skill, is entitled to be assessed for an NVQ.

An NVQ is recognition and certification of someone's ability to perform specific tasks. It may involve study to reach the appropriate level. On the other hand, some candidates or employees may already possess the necessary skills – acquiring an NVQ certificate can be valuable recognition of those skills, especially in areas where previously no formal qualification existed.

# NVQs
# Training and Development
# Levels 3–4

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# Training & Development NVQ Level 3

Core Units

**Identify individual learning needs**

Identify available learning opportunities

Identifying learning needs with individuals

**Design training and development sessions**

Identify options for training and development sessions

Design training and development sessions for learners

**Prepare and develop resources to support learning**

Prepare materials and facilities to support learning

Develop materials to support learning

**Create a climate conducive to learning**

Establish rapport with learners

Support learners' needs

Promote access to learning achievement

Promote anti-discriminatory practice

**Facilitate learning in groups through presentations and activities**

Give presentations to groups

Facilitate exercises and activities to promote learning in groups

**Evaluate training and development sessions**

Collect and analyse information on training and development sessions

Improve training and development sessions

**Evaluate and develop own practice**

Evaluate own practice

Identify self development needs

Adapt own practice to meet changes in training and development

Optional Units

**Agree learning programmes with learners**

Negotiate learning programmes with learners

Review learning programmes and agree modifications with learners

**Facilitate learning through demonstration and instruction**

Demonstrate skills and methods to learners

Instruct learners

**Facilitate individual learning through coaching**

Coach individual learners

Assist individual learners to apply their learning

**Facilitate group learning**

Manage group dynamics

Facilitate collaborative learning

**Monitor and review progress with learners**

Collect information on learners' progress

Conduct formative assessments with learners

Review progress with learners

**Assesses individuals for non-competence based assessment systems**

Conduct non-competence based assessments

Analyse evidence to form an assessment decision

Provide feedback to individuals on the assessment decision

### Assess candidate performance

Agree and review a plan for assessing performance

Collect and judge performance evidence against criteria

Collect and judge knowledge evidence

Make assessment decision and provide feedback

### Assess candidate using differing sources of evidence

Agree and review an assessment plan

Judge evidence and provide feedback

Make assessment decision using differing sources of evidence and provide feedback

### Advise and support candidates to identify prior achievements

Help the candidate to identify relevant achievements

Agree and review an action plan for achieving qualifications

Help the candidate to prepare and present evidence for assessment

### Manage relationships with colleagues and customers

Manage relationships with colleagues

Manage relationships with customers

### Contribute to the planning, monitoring and control of resources

Plan for the use of resources

Monitor and control the use of resources

### Contribute to the provision of personnel

Contribute to the identification of personnel requirements

Contribute to the selection of personnel

# Training and Development (Human Resource Development) NVQ Level 4

Core Units

**Identify organisational training and development needs**

Collect information for an organisation's training and development needs analysis

Analyse information on organisational training and development needs

Specify organisational training and development needs

**Devise a plan for implementing an organisation's training and development objectives**

Select options for implementing training and development objectives

Develop a training and development implementation plan

Prepare the implementation of the plan

**Co-ordinate the provision of learning opportunities with other contributors to the learning programme**

Agree roles and resources with contributors

Co-ordinate the activities of contributors

Monitor and review the effectiveness of contributors

**Evaluate training and development programmes**

Select methods for evaluating training and development programmes

Collect information to evaluate training and development programmes

Analyse information to improve training and development programmes

### Improve training and development programmes

Identify potential improvements to training and development programmes

Plan the introduction of improvements to training and development programmes

Implement improvements to training and development programmes

### Evaluate and develop own practice

Evaluate own practice

Identify self development needs

Adapt own practice to meet changes in training and development

### Manage relationships with colleagues and customers

Manage relationships with colleagues

Manage relationships with customers

## Optional Units

### Specify the contribution of training and development to organisational development

Identify the current contribution of training and development to organisation

Identify the potential contribution of training and development to organisational development

Determine organisational aims and objectives for training and development

Gain commitment for the contribution of training and development to an organisation

### Design learning programmes to meet learners' requirements

Select options for meeting learning requirements

Design learning programmes for learners

### Design, test and modify training and development materials

Agree requirements for training and development materials

Design training and development materials

Test the design of training and development materials

Modify and produce training and development materials

### Design, test and modify information technology based materials

Agree requirements for information technology based training and development materials with clients

Design information technology based training and development materials

Test design for information technology based training and development materials

Modify designs for information technology based training and development materials

### Create a climate conducive to learning

Establish rapport with learners

Support learners' needs

Promote access to learning and achievement

Promote anti-discriminatory practice

### Agree learning programmes with learners

Negotiate learning programmes with learners

Review learning programmes and agree modifications with learners

### Support and advise individual learners

Provide guidance to help individual learners plan their learning

Agree the roles and resources required to support the achievement of individual learning objectives

Advise and support individual learners in managing their own learning

### Monitor and review progress with learners

Collect information on learners' progress

Conduct formative assessments with learners

Review progress with learners

### Assess individuals for non-competence based assessment systems

Conduct non-competence based assessments

Analyse evidence to form an assessment decision

Provide feedback to individuals on the assessment decision

### Design assessment methods to collect evidence of competent performance

Design assessment methods for the collection of performance evidence

Design assessment methods for the collection of knowledge evidence

### Assess candidate performance

Agree and review a plan for assessing performance

Collect and judge performance evidence against criteria

Collect and judge knowledge evidence

Make assessment decision and provide feedback

### Assess candidate using differing sources of evidence

Agree and review an assessment plan

Judge evidence and provide feedback

Make assessment decision using differing sources of evidence and provide feedback

### Internally verify the assessment process

Advise and support assessors

Maintain and monitor arrangements for processing assessment information

Verify assessment practice

### Externally verify the assessment process

Provide information, advisory and support services to centres

Verify assessment practice and centre procedures

Maintain records of visits and provide feedback to awarding body

### Advise and support candidates to identify prior achievement

Help the candidate to identify relevant achievements

Agree and review an action plan for achieving qualifications

Help the candidate to prepare and present evidence for assessment

### Maintain and improve service and product operations

Maintain operations to meet quality standards

Create and maintain the necessary conditions for productive work

### Recommend, monitor and control the use of resources

Make recommendations for expenditure

Monitor and control the use of resources

### Contribute to the recruitment and selection of personnel

Define future personnel requirements

Contribute to the assessment and selection of candidates against team and organisational requirements

### Exchange information to solve problems and make decisions

Lead meetings and group discussions to solve problems and make decisions

Contribute to discussions to solve problems and make decisions

Advise and inform others

# Training and Development (Learning Development) NVQ Level 4

Core Units

**Identify individuals' learning aims, needs and styles**

Collect information from individuals on their learning aims, needs and styles

Identify and agree individuals' learning aims, needs and styles

**Design learning programmes to meet learners' requirements**

Select options for meeting learning requirements

Design learning programmes for learners

**Create a climate conducive to learning**

Establish rapport with learners

Support learners' needs

Promote access to learning and achievement

Promote anti-discriminatory practice

**Agree learning programmes with learners**

Negotiate learning programmes with learners

Review learning programmes and agree modifications with learners

**Monitor and review progress with learners**

Collect information on learners' progress

Conduct formative assessments with learners

Review progress with learners

### Evaluate training and development programmes

Select methods for evaluating training and development programmes

Collect information to evaluate training and development programmes

Analyse information to improve training and development programmes

### Evaluate and develop own practice

Evaluate own practice

Identify self development needs

Adapt own practice to meet changes in training and development

## Optional Units

### Design, test and modify training and development materials

Agree requirements for training and development materials

Design training and development materials

Test and design of training and development materials

Modify and produce training and development materials

### Design, test and modify information technology based materials

Agree requirements for information technology based training and development materials with clients

Design information technology based training and development materials

Test designs for information technology based training and development materials

Modify designs for information technology based training and development materials

### Prepare and develop resources to support learning

Prepare materials and facilities to support learning

Develop materials to support learning

**Co-ordinate the provision of learning opportunities with other contributors to the learning programme**

Agree roles and resources with contributors

Co-ordinate the activities of contributors

Monitor and review the effectiveness of contributors

**Support and advise individual learners**

Provide guidance to help individual learners plan their learning

Agree the roles and resources required to support the achievement of individual learning objectives

Advise and support individual learners in managing their own learning

**Facilitate group learning**

Manage group dynamics

Facilitate collaborative learning

**Assess individuals for non-competence based assessment systems**

Conduct non-competence based assessments

Analyse evidence to form an assessment decision

Provide feedback to individuals on the assessment decision

**Design assessment methods to collect evidence of competent performance**

Design assessment methods for the collection of performance evidence

Design assessment methods for the collection of knowledge evidence

**Assess candidate performance**

Agree and review a plan for assessing performance

Collect and judge performance evidence against criteria

Collect and judge knowledge evidence

Make assessment decision and provide feedback

### Assess candidate using differing sources of evidence

Agree and review an assessment plan

Judge evidence and provide feedback

Make assessment decision using differing sources of evidence and provide feedback

### Internally verify the assessment process

Advise and support assessors

Maintain and monitor arrangements for processing assessment information

Verify assessment practice

### Externally verify the assessment process

Provide information, advisory and support services to centres

Verify assessment practice and centre procedures

Maintain records of visits and provide feedback to awarding body

### Advise and support candidates to identify prior achievement

Help the candidate to identify relevant achievements

Agree and review an action plan for achieving qualifications

Help the candidate to prepare and present evidence for assessment

### Improve training and development programmes

Identify potential improvements to training and development programmes

Plan the introduction of improvements to training and development programmes

Implement improvements to training and development programmes

### Manage relationships with colleagues and customers

Manage relationships with colleagues

Manage relationships with customers

### Develop training and development methods

Research ways in which people learn

Develop training and development methods to support different learning styles

Test and modify proposed training and development methods

### Recommend, monitor and control the use of resources

Make recommendations for expenditure

Monitor and control the use of resources

### Contribute to the recruitment and selection of personnel

Define future personnel requirements

Contribute to the assessment and selection of candidates against team and organisational requirements

### Exchange information to solve problems and make decisions

Lead meetings and group discussions to solve problems and make decisions

Contribute to discussions to solve problems and make decisions

Advise and inform others

## BTEC – builds better qualifications for work

BTEC is the Business & Technology Education Council: an independent body which awards National Vocational Qualifications (NVQs).

BTEC authorises firms or colleges to carry out NVQ training and assessment. It also appoints external verifiers who check that trainees' work meets NVQ standards.

BTEC itself does not do NVQ training. But it constantly monitors the providers and assessors to ensure that NVQ trainees develop the necessary skills to the standards required by industry.

### Your next step

Please see your training officer or personnel department, talk to the local careers advisory service, or contact colleges in your area. Your Training and Enterprise Council may also be able to help.

The occupational standards for these NVQs are available from: Cambertown Ltd, Commercial Rd, Goldthorpe Industrial Estate, Goldthorpe, nr Rotherham, S63 9BL (tel: 01709 888688) at a price of £20 inc p&p for a full set of five volumes, or £5 inc p&p for individual volumes. Orders should be accompanied by a cheque made payable to "Cambertown Ltd".

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Further copies of this leaflet are available free from:
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